

ADVERTISEMENT

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: 13 June 2022 at 16:30 (Late applications will not be considered)

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

POST: ASSISTANT DIRECTOR: MONITORING AND DATA MANAGEMENT (DT 25/2022)

SALARY: R 477 090 per annum (salary level 10)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF level 7 qualification in Economics or any other related field. A postgraduate qualification will be an added advantage. Minimum of 3 years' working experience in a supervisory position within a Monitoring and Evaluation environment. Experience in research, knowledge of government monitoring and evaluation framework and practices, understanding of data collection processes, Knowledge of data analysis and data processing, knowledge of database/system management. A valid driver's licence and willingness to travel.

DUTIES: The successful candidate will be responsible for supporting and conducting desktop research. Assist with the review of data Management guideline, assist with the development and implementation of monitoring indicators, assist with the development and updating of the M&E database / systems. Conduct data collection for Monitoring and Evaluation. Data Processing of for M&E projects / programmes. Assist with the development of Monitoring and Evaluation reports and improvement plan. Verifying and validating data captured on the M&E databases and systems; supervise data capturing for M&E projects and programmes. Assist in coordinating stakeholder engagement meetings for the Directorate, performing administrative tasks and supporting the directorate in achieving its plans.

EE REQUIREMENTS: Preference will be given to African Male, Coloured Male, and White Male Candidates.

ENQUIRIES: Mr T Mafela, Tel: 012 444 6371